



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

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September 10, 2015

April Ford-Griffin, Executive Director  
Affordable Housing Commission  
1520 Market Street, Room 2080  
St. Louis, MO 63103

RE: Payroll Distribution Review (Project # 2016-PD02)

Dear Ms. Ford-Griffin:

We conducted a payroll distribution of the Affordable Housing Commission for the pay period ending August 8, 2015. The objectives of the review were to determine the following:

- Only eligible employees received wages.
- Wages and wage receipts were adequately safeguarded.
- Employees were paid for actual hours worked or approved paid leave.
- Accruals and use of paid leave were accurate.

This review was made under authorization contained in Article XV , Section 2, of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

During our review, we did not note any exceptions and did not identify any opportunities to improve compliance with payroll distribution procedures.

If you have any questions, please contact the Internal Audit Section at (314) 657-3490.

Respectfully,

Mohammad H. Adil, CPA, CGMA  
Internal Audit Supervisor

